

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, FIRST UNITED STATES ARMY**  
**4705 N. Wheeler Drive**  
**Forest Park, GA 30297-5000**

**1A Regulation**  
**No. 385-1**

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Safety  
**SAFETY AND OCCUPATIONAL HEALTH PROGRAM**

**SUMMARY.** This regulation establishes the First U.S. Army Safety and Occupational Health Program and prescribes policy, defines responsibilities, and establishes procedures for implementing the Command's Safety Management Program.

**APPLICABILITY.** This regulation applies to Headquarters, First U.S. Army General and Special Staffs, Training Support Divisions, Training Support Brigades, Senior Army Advisers to the Army National Guard, and U.S. Army Reserve Units within the First U.S. Army area of responsibility.

**SUPPLEMENTATION.** Local supplementation is prohibited without prior approval of this Headquarters. Requests for exception will be sent to this Headquarters, ATTN: AFKA-CSS.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless they are authenticated by First U.S. Army, Deputy Chief of Staff, Information Management.

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## CHAPTER 1

### GENERAL

**1-1. PURPOSE.** This regulation establishes the First U.S. Army Safety and Occupational Health Program. It prescribes policies, responsibilities, and procedures for carrying out the Commander's Safety Program, to include the requirements of the Department of Defense (DoD), the Department of the Army (DA), United States Army Forces Command (FORSCOM), the Occupational Safety and Health Administration (OSHA), and Host Nation Public Laws.

**1-2. APPLICABILITY.** This regulation applies to Headquarters, First U.S. Army and subordinate commands. Deviations from this regulation will require a request for waiver with full justification to Commander, Headquarters, First U.S. Army, ATTN: AFKA-CSS.

**1-3. OBJECTIVES.** The objectives of this regulation are to:

- a. Identify accident threats/hazards and implement accident prevention control measures that conserve the Army's fighting strength by ensuring safe operations.
- b. Prevent injury through education, motivation, and engineering countermeasures. This includes establishing responsibilities, accountability, and monitoring performance.
- c. Manage improvement by analyzing data to determine management deficiencies causing hazards, accidents, and losses.
- d. Limit liability by identifying areas of legal vulnerability and devising programs to reduce liability.
- e. Reduce accidents through support and emphasis on safety at all levels of command.
- f. Protect the environment by identifying training and operational hazards.

## CHAPTER 2

### SAFETY PROGRAM MANAGEMENT

#### **2-1. RESPONSIBILITIES.** The First U.S. Army Commander:

a. Is the Command Safety Officer who:

- (1) Implements an effective safety management program within the command.
- (2) Issues policy letters to carry out the Command's Safety Management Program.
- (3) Acts where necessary to correct management deficiencies causing serious hazards to personnel and equipment resources.
- (4) Receives briefings from the Command Safety Manager on key safety management problems, objectives, plans of action, and accident systemic defects.

b. Commanders and leaders will:

(1) Appoint a Safety Officer/Noncommissioned Officer (NCO) by written orders down to company/detachment level to assist the commander according to the provisions of this regulation and other published safety directives. Copies of the appointment will be provided to this Headquarters, ATTN: AFKA-CSS, Safety Manager. Individuals selected as safety personnel will have at least one-year retainability in the position. These personnel will attend an approved Army safety course within two months of appointment.

(2) Integrate risk management and safety procedures in all operations, contingency plans, deployments, and training plans.

(3) Formulate a policy on accident/injury prevention and then establish a proactive program to carry out that policy.

(4) Assure personnel are properly trained to perform their assigned duties according to Army standards.

(5) Promote safe performance through safety awards, education, training, and other means of recognition.

(6) Consider performance of safety responsibilities when preparing ratings, performance appraisals, and promotions. Safety performance, if positive or negative, should be included in Officer Evaluation Reports (OERs) and Noncommissioned Officer Evaluation Reports (NCOERs).

(7) Ensure orientation of newly assigned personnel includes safety and health requirements and is conducted within two days of arrival at the unit/command. The unit safety officer/supervisor will brief all personnel on potential hazards associated with their jobs, work environment, and host nation hazards. This briefing will be documented and signed by the individual receiving the safety briefing, Safety Orientation for New Personnel, Figure B-1. A completed copy will be provided to the unit safety officer and maintained in the safety files.

(8) Comply with notification requirements for serious accidents. Assure that the safety officer investigates all recordable accidents and reports accidents as required by AR 385-40, Accident Reporting and Records; DA Pamphlet 385-40, Army Accident Investigation and Reporting; and First U.S. Army Regulation 385-1, Safety and Occupational Health Program.

(9) Review accident reports to assure completeness in causation factors and specific corrective action.

(10) Conduct a safety program review of subordinate commands annually. A report will be provided to the Command Safety Manager.

(11) Assure unit leaders train their personnel in safe practices and safe operating procedures well in advance of operations.

(12) Obtain installation training site risk assessment evaluations from the Installation Safety Manager before conducting training.

c. Unit Safety Officer/NCO responsibilities are to:

(1) Advise, assist, and represent the commander on all matters concerning safety and health.

(2) Detect problem areas or hazards before trouble occurs and recommend changes to prevent potential accidents.

(3) Advise the commander on achieving the desired integration between risk, accident prevention, and mission accomplishment.

(4) Assist the platoon leaders, operations officer, supply officer, and motor pool officer in preventing accidents, thereby increasing mission effectiveness (force protection).

(5) Motivate and promote individual soldier involvement in preventing accidents.

(6) Ensure supervisors encourage individual soldiers to provide ideas for reducing risks and protecting the force.

(7) Ensure that safety management training is included in division, brigade, battalion, and unit safety training programs.

d. The Deputy Chief of Staff, Personnel (DCSPER):

(1) Processes individual and unit safety awards. The Command Safety Manager will verify that the unit has met the criteria for the award.

(2) Informs the Command Safety Manager on all changes pertaining to the administration of Army and FORSCOM safety awards in accordance with (IAW) AR 672-74, Army Accident and Prevention Awards Program.

e. The Deputy Chief of Staff, Operations (DCSOPS):

(1) Provides the Command Safety Manager with information on current missions, exercises, and deployment operations.

(2) Ensures adequate safety procedures are developed and maintained for mobilization plans and supporting plans for Continental United States Army (CONUSA) and defense contingency, Military Support to Civilian Authorities (MSCA) in domestic emergencies, natural disasters, and civil defense.

(3) Assures adequate safety/risk assessments are developed for supervising MSCA staff during defense exercises and domestic emergency operations.

(4) Completes a risk assessment for each course of action in all operations and activities.

f. The Deputy Chief of Staff, Logistics (DCSLOG):

(1) Takes corrective action for safety hazards causing logistics readiness deficiencies within the command.

(2) Includes necessary safety guidelines, standards, objectives, and procedures in policies developed for supply and maintenance support within the command IAW the Command Supply and Discipline Program (CSDP).

(3) Incorporates safety procedures in maintenance and supply guidance. Provides assistance to units.

(4) Provides oversight of the Hazardous Material Program (HAZMAT) for the command.

(5) Provides safety logistical input to all plans involving command mission responsibility.

(6) Assists and provides technical expertise during accident investigations involving vehicles, munitions, and hazardous material spills or equipment.

g. The Deputy Chief of Staff, Resource Management (DCSRM): Provides sufficient funds and resources to carry out safety program requirements designed to assure safety and occupa-

tional health program effectiveness.

h. The Inspector General (IG): Performs inspections for critical safety program elements of subordinate commands. The elements to be inspected will be selected in coordination with the First U.S. Army Command Safety Manager.

i. The Staff Judge Advocate (SJA): Furnishes legal advice and assistance concerning safety program management matters affecting Army operations and liability.

j. The Staff Medical Adviser (SMA): Provides medical advice concerning safety program management affecting military and civilian employees' safety and health.

k. The Command Safety Manager:

(1) Plans, organizes, evaluates, develops, coordinates, and directs the Safety and Occupational Health Program for First U.S. Army.

(2) Establishes plans, policies, and procedures for conducting safety programs at all levels within the command.

(3) Advises the CONUSA commander, directorate staff, and subordinate commanders on safety requirements, problems, objectives, and corrective action.

(4) Interprets standards, codes, regulations, policies/procedures, host nation public laws; and resolves safety and health issue disputes.

(5) Assists and evaluates subordinate commands' safety programs annually. Provides assistance to commanders to eliminate or control unsafe acts/conditions by identifying systemic defects.

(6) Develops and publishes regulations, directives, Letters of Instructions (LOIs), newsletters/seasonal holiday letters and policies for command implementation.

(7) Analyzes accident reports, and advises command of findings.

(8) Analyzes field exercise accidents to determine causal factors and provides adequate countermeasures.

(9) Maintains liaison with staff agencies on all relevant safety and health matters. Establishes liaison with other military services, federal and civilian agencies to ensure cooperation on matters of mutual safety concern.

(10) Directs the aviation safety program IAW AR 385-40, Accident Reporting and Records; and AR 385-10, The Army Safety Program.

(11) Analyzes aviation accident prevention surveys to determine the system defects that allow operating errors to occur.

l. The Public Affairs Office (PAO):

(1) Informs the Command Safety Manager of pertinent news regarding incidents with serious accident potential and of known serious accidents.

(2) Provides support to the safety program by publishing safety articles and information through all available command information means.

m. The Deputy Chief of Staff, Training (DCST):

(1) Ensures the evaluation of Inactive Duty Training (IDT) and Annual Training (AT) of Reserve Components (RC) includes evaluations of critical safety factors in conjunction with the Command Safety Manager's targeted program elements.

(2) Ensures the command mobilization training policies include safety and risk assessment procedures.

(3) Checks for the inclusion of critical safety procedures while performing content review of doctrinal publications and training literature prepared by agencies outside the command (e.g. Field Manuals (FM)s, Army Training and Evaluation Programs (ARTEPs), and soldier manuals).

(4) Provides listings of units scheduled for exercises to the Command Safety Manager.

n. The Civilian Personnel Office (CPO):

(1) Maintains the appropriate CA Form 1, U.S. Department of Labor Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; and CA Form 2, U.S. Department of Labor Federal Employees Notice of Occupational Disease and Claim for Compensation.

(2) Coordinates with the Command Safety Manager in response to all complaints affecting the employee's work site for evaluation of unsafe or unhealthy working conditions.

(3) Coordinates with the Command Safety Manager in response to all complaints filed by employees that have any bearing on safety of personnel or unsafe equipment.

(4) Establishes requirements for DA Civilians (DAC) to comply with safety and occupational health rules, regulations, and standards including the use of Personal Protective Equipment (PPE). Incorporates these requirements into job descriptions and performance standards.

o. All individuals assigned or attached to First U.S. Army will:

(1) Comply with all applicable safety, health, and environmental regulations.

(2) Report unsafe acts or conditions to their supervisor.

(3) Report all accidents and injuries no matter how small, to the supervisor.

(4) Wear PPE as required for the mission or task.

## **2-2. SAFETY PROMOTION AND AWARENESS.**

a. Each activity is responsible for promoting safety awareness. Posters, brochures, letters, videotapes, safety awareness days, and holiday safety briefings are examples of resources that may be used to increase safety awareness and address specific command safety defects.

b. Safety awards will be presented IAW AR 672-74, Army Accident and Prevention Awards Program. This regulation also standardizes the criteria for recognition of safe flying and driving performances. This program offers a comprehensive award framework; however, it does not substitute for local award programs which should be continued as a method to augment the Army program. Unit award programs will be an item of special interest during safety surveys conducted by First U.S. Army.

## **2-3. ADMINISTRATIVE REQUIREMENTS.**

a. Files. Each unit will maintain a set of safety files IAW AR 25-400-2, The Modern Army Recordkeeping System (MARKS). Files will include, as a minimum:

(1) Written appointment of safety personnel.

(2) Unit commander's safety policy.

(3) Safety correspondence from higher headquarters.

(4) Safety related messages from higher headquarters.

(5) First U.S. Army Safety Newsletters.

(6) Minutes of unit safety meetings.

(7) Accident reports.

(8) Safety awards.

(9) Record of safety inspections.

(10) Record of safety hazards, Hazard Inventory Log, Figure B-2.

(11) Commander's safety surveys see Chapter 4, Paragraph 4-1a.

(12) Record of safety or environmental training sessions.

(13) Copies of 1A Pamphlet 385-10, First U.S. Army's "Hip Pocket Safety Guide." Note: Distribute to new soldiers during orientation.



b. Each unit will maintain a library of safety references. The number of references will be based on unit size and mission. As a minimum, the DA 385 publication series will be maintained.

c. Standing Operation Procedure (SOP). A safety SOP will be developed. It will be based on the identified safety unit program elements and the Army Five Step Accident Prevention Process (Safety Center Publication, Theories of Safety Management).

#### **2-4. UNIT SAFETY COUNCIL.**

a. A unit safety council will be established down to company level. The commander will chair the council and members should be Officers in Charge (OICs) and NCOICs of each major area in the unit.

b. The unit safety officer records the minutes, distributes the minutes to all members, and tracks all open items.

c. Safety council minutes should include:

(1) A list of members present and absent.

(2) Old business-Items that were not closed at the last safety council meeting.

(3) New business-Accident trends, safety inspection results, awards, status of safety goals, areas of concern, and other items of interest.

(4) Commander's closing comments-Guidance on correcting problem areas that were identified by members and briefing the results at the next council meeting.

## **CHAPTER 3**

### **ACCIDENT NOTIFICATION AND REPORTING**

**3-1. PURPOSE.** The purpose of an accident investigation is to determine root causes and to develop effective countermeasures. Root causes are systemic defects that allow unsafe conditions to exist or unsafe acts to be performed. The unit commander will investigate all accidents within three days of occurrence. Figure B-3, Systemic Defects WorkSheet, will be used to investigate accidents resulting in on-duty time lost accidents and property damage of \$5,000 or more. The form will be attached to the accident report required in AR 385-40, Chapter 3.

**3-2. REPORTABLE ACCIDENTS.** AR 385-40, Accident Reporting and Records, describes conditions which constitute Army accidents. All accidents are reportable to the unit safety officer. Only those meeting the criteria specified in AR 385-40, Chapter 2, require the preparation of an accident report.

**3-3. COLLATERAL INVESTIGATION.** A collateral investigation is required for all Class A, B, and C accidents. A collateral investigation is also required for those accidents that generate a high degree of public interest or are likely to result in litigation for or against the government. Collateral investigations will be conducted in accordance with AR 15-6, Procedures for Investigating Officers and Boards of Officers or AR 27-20, Claims. Safety personnel will not be involved in conducting, tracking, handling or reviewing collateral investigations; nor will they be involved in establishing collateral investigation procedures.

**3-4. CENTRALIZED ACCIDENT INVESTIGATION, GROUND (CAIG).**

a. Centralized accident investigation boards are required for all on-duty Class A and B accidents, and other accidents selected by the Command Safety Manager. The CAIG will be conducted IAW AR 385-40 and DA Pam 385-40. The Commanding General, First U.S. Army will appoint members of the board on orders.

b. CAIG investigations focus on the systemic defects that cause accidents without concern for punitive liability of the soldier involved. The results of the CAIG investigation will not be disclosed to any individual involved in the AR 15-6 or a line-of-duty investigation.

c. Units experiencing a loss on or off a military training site will notify the nearest installation safety manager and the provost marshal during normal duty hours. During non-duty hours, notification will be made to the installation staff duty officer. The above criteria applies to Class A and B accidents.

d. The Command Safety Manager will be immediately notified by the unit safety officer of all accidents meeting the CAIG criteria. During normal duty hours contact the Command Safety Manager at (404) 362-7608 and after duty hours notify the staff duty officer. The staff duty officer will provide a copy of the staff duty log to the Command Safety Manager and PAO.

e. The senior soldier of the unit experiencing the accident will take all possible steps to secure the accident site until relieved by military or civilian law enforcement personnel. In the event the accident occurs in the public sector, the local law enforcement authority will be advised that the Army may dispatch an investigating team to the accident site. Vehicles and equipment should not be moved unless they affect public safety or as directed by the police. Commanders will ensure all personnel are briefed on these requirements.

### **3-5. COMMAND NOTIFICATION OF FATALITIES AND HIGH COST ACCIDENTS.**

In the event of a fatal accident, the major subordinate command will immediately notify the First U.S. Army Commander. Also a Command Notification of Serious Accidents Letter, Figure B-4, will be sent to the Commanding General, First U.S. Army within three working days after the accident. This is in addition to the reporting requirements of AR 385-40.

**3-6. ACCIDENT FORMS.** Department of Labor Forms CA-1 and CA-2 will be used to report and record all civilian accidents. The purpose of the report is to determine what happened, what the root cause was, and what follow-up actions are needed to prevent a reoccurrence of the same accident or similar accidents. When an employee contacts their supervisor to report an injury or illness, the most critical role under the injury compensation program for a supervisor begins. It is critical because it is at this time that the basic facts surrounding the accident are identified and documented. All injuries are to be reported immediately to the supervisor.

a. The supervisor will discuss with the employee the nature of the injury, how it took place, when and where it occurred, and any other facts supporting the claim. Obtain names and addresses of all witnesses to the actual injury. Obtain witnesses' statements as soon as possible while recollections of the injury are still clear. Once the facts are obtained; identify the type of injury, (traumatic injury/occupational disease/recurrence) and prepare the appropriate forms. The CA-1 and/or CA-2 are to be submitted within five working days to the Directorate of Public Safety, Installation Safety Office, 1626 Lewis Circle, SW, Fort McPherson Georgia 30330-1052. Additional information can be obtained from the First U.S. Army CPO and the First U.S. Army Safety Office.

b. An exception to this basic procedure is when an employee suffers a traumatic injury requiring immediate medical care. When immediate medical care is required, dial 911. The supervisor should, if at all possible, accompany the injured employee to the emergency treatment facility.

## **CHAPTER 4**

### **SAFETY PROGRAM ELEMENTS**

#### **4-1. SAFETY SURVEYS.**

a. Commanders at every echelon are responsible for conducting safety surveys IAW the provisions in AR 385-10. Written reports of the surveys will be maintained in the safety files. The next higher echelon of command will evaluate the accident prevention program of each unit at least annually. Safety personnel will prepare a written inspection report and discuss the findings and recommendations with the commander. A copy of the inspection report will be provided to the Command Safety Manager.

b. Hazards will be risk assessed in terms of hazard severity and accident probability IAW AR 385-10, and assigned a Risk Assessment Code (RAC) by the unit safety officer. The Hazard Inventory Log, Figure B-2, will be used to document the hazards.

c. Hazards will be eliminated on a worst first basis. An abatement plan, DA Form 4756, Installation Hazard Abatement Plan, must be prepared for each RAC 1 or 2 hazard when correction will exceed 30 days. The unit will submit this report within five days with an RAC to the installation safety office for a correction priority. The unit safety officer who tracks the correction process will establish the procedures.

#### **4-2. SAFETY TRAINING.**

a. Commanders will ensure that appropriate safety/risk management and occupational health training is provided to all personnel. All personnel must be taught how to cope with danger as well as how to avoid unnecessary exposure to danger. As a minimum, personnel will know how to recognize hazards and accident risks associated with their duties and working environment. Also, they will know the procedures necessary to control these risks to work safely.

b. Personnel will know their accident prevention related rights and responsibilities as outlined in relevant statutes and regulations.

c. As appropriate, all personnel will know the safety requirements of their leaders, supervisors, and commanders.

d. Commanders, supervisors, and safety personnel will be provided specialized training (safety officer/NCO safety course) to enable them to properly execute their safety leadership and staff responsibilities.

e. Topics covered and attendance rosters will be maintained in the unit's safety files.

#### **4-3. SAFETY RESPONSIBILITIES FOR TACTICAL OPERATIONS.**

Commanders will:

a. Appoint a safety officer at all levels of command down to company/detachment. An officer in the rank of captain or above will be appointed the primary duty of unit safety officer. Warrent officers can also be appointed in this capacity.

b. Ensure that all exercise participants are aware that in the event of an accident the senior officer present will take charge, conduct evacuation of the injured, and secure the accident site.

c. Publish instructions for a comprehensive and effective safety program for all personnel. Ensure personnel understand and comply with the published instructions.

d. Ensure that risk analysis is conducted for all operations. The risk analysis will carefully consider hazards associated with a particular operation to determine the hazards that could adversely impact upon completion of the mission. The commander will then consider the risks involved and develop countermeasures to reduce the risk to an acceptable level. Include safety management in all operation orders (OPORDs).

e. Prepare reports of accident experience, to include safety lessons learned and After Action Reports (AARs). These reports will be provided to the Command Safety Manager within 30 days after the operation.

#### **4-4. CONVOY OPERATIONS.**

a. Convoy operations will comply with safety provisions outlined in AR 385-55, Prevention of Motor Vehicle Accidents; and AR 600-55, The Army Driver and Operator Standardization Program. The provisions of FM 55-30, Army Motor Transport Units and Operations will be reviewed prior to finalizing the convoy movement plans.

b. The Commander's Convoy Safety Checklist, Figure B-5, is the standard to use for convoy operations. The convoy commander will sign the completed checklist and a copy will be retained in the unit's safety files for one year.

#### **4-5. TACTICAL VEHICLE OPERATIONS.**

a. Individuals training to be operators of tactical vehicles will be tailored to teach specific driving skills needed for vehicle operation in a field environment. At a minimum, this will include:

- (1) Pulling and backing trailers.
- (2) Principles of night vision.
- (3) Vehicle fording and stream crossing.
- (4) Vehicle recovery operations.
- (5) Methods for safely negotiating difficult terrain such as hills, sharp turns, and muddy areas in four-wheel drive.
- (6) Ground guide procedures, techniques, and signals.
- (7) Winter operations, including installation of wheel chains.

b. All occupants will wear seatbelts and kevlar helmets when in a tactical vehicle.

c. Smoking is not permitted when driving or riding in government vehicles.

**4-6. GROUND GUIDES.** Commanders must thoroughly educate vehicle operators, first-line supervisors, and every soldier in the hazards of operating vehicles in a field environment. As a minimum, the following ground guide rules will be followed.

a. Before a vehicle is started, the driver will completely walk around the vehicle and look underneath to ensure no one is in danger from vehicle movement.

b. Front and rear ground guides are required when vehicles are moving through assembly and bivouac areas.

c. During periods of reduced visibility or darkness, flashlights or reflective vests will be used.

d. Guides must be able to see each other and one must be visible to the driver at all times.

e. Guides will not walk backwards and will position themselves to the left of the vehicle (at least 10 yards) to maintain side vision with the driver.

f. Give proper hand signals to only one person. Be sure that everyone involved in the move understands who will give the signal and who will receive it.

g. For night movements, drivers and ground guides will receive training at night before they go to the field. Pre-planning will help prevent night ground guide accidents.

#### **4-7. AVIATION ACCIDENT PREVENTION.**

a. Aviation accident prevention is an integral part of Army Safety Program and applies to all First U.S. Army operations and personnel participating in aviation activities.

b. As part of the safety program, all aviation commanders will establish a Commander's Aviation Accident Prevention Plan (CAAPP). The plan will be tailored to the unit mission. The

plan should state what your accident prevention program will be for the upcoming period; normally this is for a year or less. The plan should be supportive of the unit SOP.

#### **4-8. PYROTECHNICS.**

a. Commanders will ensure that strict safety precautions are used when handling or transporting pyrotechnics, smoke grenades, simulators, and ammunition to include training ammunition.

b. Do not remove safety clips or pull rings until the item is to be used.

c. Do not shoot or throw simulators directly at personnel/aircraft or into vehicles/tents.

d. The use of pyrotechnics and simulators is a direct responsibility of the commander of the unit. Plans for use must include safety instructions, proper use, and complete accountability through expenditure or turn-in.

#### **4-9. BIVOUAC ACCIDENT PREVENTION.**

a. Commanders will designate a safety officer/fire marshall for each bivouac area. These individuals will be briefed by the unit safety officer on their responsibilities.

b. Sleeping areas will be marked with white engineer tape and chemical lights located in areas with natural barriers, if possible. Areas will be located away from roads, vehicle trails, riverbeds, flood plains, and aircraft approach/departure routes. Unit perimeter security personnel will be thoroughly briefed on duties and responsibilities.

c. Personnel will not sleep in vehicles with engines running, on top/under vehicles/trailers, or near equipment producing carbon monoxide.

d. Fire extinguishers of appropriate type (multi-purpose) will be provided for all tents, fuel points, diesel/gasoline powered devices, dining halls, and vehicles. Personnel will be trained in the proper use of fire extinguishers. Contact the local Directorate of Installation Support (DIS) Fire Prevention Office for fire extinguisher training.

e. Only licensed and trained personnel will light field stoves and space heaters. Tent stoves will not be operated without a fire guard on duty and awake.

#### **4-10. FIELD SAFETY.**

a. Commanders will establish a field alarm system and brief personnel on emergency notification procedures prior to operations to include frequencies and/or phone numbers. Personnel in need of emergency assistance (fire, serious injury/fatality) will provide the following:

(1) Location/grid coordinates or area.

(2) Type of emergency (fire or injury).

(3) How the pick-up zone will be marked.

(4) Terrain features/hazards (obstructions or Foreign Object Damage (FOD)).

b. When radios are inoperative or nonexistent, the use of red smoke/red star clusters are appropriate to notify personnel in the area of a serious incident (red smoke/red star cluster signals an actual emergency). Upon recognizing this or any emergency signal, action will be stopped until resolution of the emergency.

c. Personnel will be briefed on the dangers of Unexploded Ordinances (UXOs) prior to conducting operations. When UXOs are found, mark the location and keep personnel away. Provide information to explosive ordinance disposal (EOD) as to location, size, shape, markings, color, etc. Conduct shake down of troops prior to leaving training/operational area.

d. Commanders will ensure that field communication wire cables are not placed in designated helicopter landing areas unless buried. Cables will not be thrown over power lines, or strung in the air across valleys, passes or other areas that helicopters may operate. Recover cable wires upon completion of training if installed by the unit.

- e. Personnel will observe the following precautions when approaching helicopters:
  - (1) Follow the instructions of crewmembers.
  - (2) Ensure the pilots are aware of all action around the aircraft.
  - (3) Ensure all weapons are unloaded and the chamber is cleared prior to boarding the aircraft.
  - (4) Promote safe conditions by using hearing protection, securing head gear, strapping down antennas, and refraining from smoking.

**4-11. HAZARDOUS EQUIPMENT.** The following operational equipment in field operations require increased safety awareness by personnel:

- a. Generators (hearing protection).
- b. Stoves/heaters (fire prevention).
- c. X-Ray equipment (PPE).
- d. Defibrillators (electric shock).
- e. Fork lift/materials handling equipment (MHE).
- f. Weedeaters/lawn mowers (eye/hearing protection).

## CHAPTER 5

### RISK MANAGEMENT

**5-1. GENERAL.** Risk management is a process that must be used at all levels of the command to reduce mission risk levels to the lowest acceptable level and eliminate unnecessary risks. Accident experience shows that mission-stopper accidents occur when victims are unaware of hazards and countermeasures or when directed countermeasures are ignored. **The greatest effort will be in hazard identification and countermeasure enforcement.** Complete mission analysis will be conducted in the early planning stages for every mission, operation, or tasking. The risk management procedures and responsibilities are consistent with those presented in FM 101-5, Staff Organization and Operations. Also, the procedures are integrated in support phases of the training management cycle in FM 25-101, Battle Focused Training.

**5-2. BASIC RULES:** Three basic rules underline the application of risk management regardless of level of command. They are:

a. No unnecessary risk should ever be accepted. The leader who has the authority to accept a risk has the responsibility to protect the soldiers from unnecessary risk. An unnecessary risk is a risk which could be reduced or eliminated and still accomplish the mission.

b. Risk decisions must be made at the appropriate level of command. The decision to accept or reject a risk must be made at the level of command consistent with the implications of the risk. The leader who will be held directly responsible for the decision should make the decision. Small unit commanders and first-line leaders are going to make decisions in combat. As much as possible, they should make them in training.

c. Risk is acceptable if risk benefits outweigh risk costs. Leaders must understand risks and be prepared to take risks to accomplish the mission. At the same time, they must understand the difference between a risk and a gamble.

**5-3. LEADERS' RESPONSIBILITIES.** The leaders' responsibilities can be summed up in five tasks:

a. Detect hazards and associated risks. Determine the risks associated with the operation. Risk identification involves a close look at each phase of the training or operation - this is risky, this is not.

b. Assess the risks. Determine risk implications. Two questions must be answered. What is the likelihood of a mishap? What degree of injury or equipment damage is possible? A low likelihood of happening with a high probability of minor injury equals a low risk. A low likelihood of happening with a high probability of a major injury equals a high risk. Good understanding of the facts is the foundation of good risk decisions.

c. Develop risk control alternatives and make risk decisions. If risk elimination is not possible, risks must be controlled without sacrificing essential mission requirements. Some risk control alternatives are in the form of new or revised task standards, operational procedures and parameters, training requirements, and maintenance standards. Decisions take several forms such as selecting from the available controls, trading off mission elements against risk controls or visa versa, and making a final decision whether controls are adequate to make the risk acceptable considering mission benefits.

d. Implement the risk control measures. The procedures for controlling risks must be integrated in plans, orders, SOPs, preliminary training, and through other channels that assure the procedures will be effectively used during the actual operation. Implementation involves the entire chain of command as a team assuring that the full range of approved operational risk controls



are in place and ready to go. Knowledge of controls down to individual soldier is essential.

e. Supervise and evaluate. Enforce controls and standards. Determine the effectiveness of controls in reducing the probability and severity of hazards identified. Ensure that risk controls are performing as expected. Include follow-up during and after an action to ensure all went according to plan, reevaluating/adjusting the plan as required, and developing lessons learned. Evaluate the results early on into the operation to determine the effectiveness of the risk management controls.

**5-4. RISK ASSESSMENT.** Leaders will conduct a risk assessment for tactical and garrison operations. Subordinate staffs should be educated on risk management and informed of the results of the risk assessments. Specific emphasis will be placed on tactical and deployment exercises. The Risk Matrix, Figure B-6, can be used to develop unit risk assessments.

## RISK-ASSESSMENT MATRIX

			HAZARD PROBABILITY				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
EFFEC T	CATASTROPHIC	I	<i>EXTREMELY HIGH</i>		HIGH		<i>MEDIUM</i>
	CRITICAL	II			HIGH		<i>MED</i>
	MODERATE	III	HIGH		<i>MEDIUM</i>		
	NEGLIGIBLE	IV	<i>MEDIUM</i>		LOW		

Figure 5-1. Risk-Assessment Matrix

## CHAPTER 6

### MOTOR VEHICLE ACCIDENT PREVENTION

**6-1. RESPONSIBILITY.** Commanders/supervisors will ensure that training of Army motor vehicle drivers is established and maintained at a high standard. The commander is responsible for ensuring that the unit's vehicles are in a safe operating condition and properly dispatched prior to departure from the motor pool or field site.

**6-2. DRIVER QUALIFICATIONS.** The U.S. Government Motor Vehicle Operator's Identification Card, Optional Form 346, will be issued only to individuals who qualify by passing the applicable driver's tests.

a. Accident avoidance training will be incorporated into license renewal procedures every four years.

b. The unit will provide driver training for specific government vehicles IAW applicable regulations and training manuals. Driver training, licensing, and prevention of vehicle accident training will be IAW AR 385-55, Prevention of Motor Vehicle Accidents, AR 600-55, The Army Driver and Operator Standardization Program; and FM 21-305, Manual for the Wheeled Vehicle Driver. Assistant drivers will be properly licensed also.

c. In addition to the supplemental advance training required by AR 600-55, the following safe tactical skills will be taught and documented for all soldiers who operate in the field environment:

(1) Pulling and backing trailers on inclines.

(2) Stopping and starting on inclines.

(3) Vehicle fording and stream crossing.

(4) Vehicle recovery operations.

(5) Winter driver training (to include putting on chains).

(6) Methods for safely negotiating difficult terrain such as hills and muddy areas in four-wheel drive.

(7) Personnel required to operate vehicles/aircraft while wearing night vision devices will be trained and tested by a school-trained instructor in the use and operation of such devices. This training will be recorded in the individual driver's training records on DA Form 348, Equipment Operator's Qualification Record.

d. Drivers will not be assigned to drive an Army motor vehicle for more than 10 hours in any 24-hour time period. If more than 10 hours is needed to complete operations, a qualified assistant driver must be assigned to each vehicle.

**6-3. SAFE DISPATCH OF ARMY MOTOR VEHICLES.** Proper preventive maintenance checks and services (PMCS) are key to safe vehicle operation. Before vehicles are dispatched, commanders will ensure drivers perform before, during, and after operational checks to prevent unsafe vehicle conditions.

a. Improper functioning of steering, lights, windshield wipers, horns, warning signals, restraint systems, and other safety devices.

b. Improper condition of windshields, windows, mirrors, lights, reflectors, or other safety devices that are broken, cracked or covered with dirt, mud, ice, or snow.

c. Defective, inoperable service or parking brakes. Vehicles with defective parking brakes are not mission capable until repaired. Vehicles with service brake conditions will be moved using a tow bar.

- d. Vehicles with any fuel leak, or a Class III oil, or water leak are not mission capable until repaired.
- e. Improperly secured loads or vehicles loaded beyond load limits.
- f. Personnel will not be transported without fixed seating. Riding outside of the vehicle body or on vehicle loads that are not properly secured is not permitted.
- g. Smoking will not be permitted in any government vehicle when the vehicle is in motion.
- h. Drivers and passengers of tactical vehicles will wear kevlar helmets, use seat belts, and have safety straps in place.

**6-4. HIGHWAY SAFETY AND PRECAUTIONS.** In the event of vehicle breakdown on the highway or road, the following safety precautions should be taken:

- a. Pull off the road as far as safely possible.
- b. Put on the four-way flashers.
- c. Have all passengers exit the vehicle from the passenger side. Move away from the road as far as possible.
- d. Put out hazard warning marker 200 feet behind the vehicle.

## CHAPTER 7

### PRIVATELY OWNED VEHICLE (POV) ACCIDENT PREVENTION PROGRAM

**7-1. GENERAL.** Commanders will publish a policy statement on motor vehicle safety that encourages personal responsibility and emphasizes the command atmosphere regarding motor vehicle operation.

**7-2. POV REQUIREMENTS.** A minimum of four hours of training a year will address prevention of POV accidents. First U.S. Army Policy Memorandum #19, Subject: Privately Owned Vehicle (POV) Safety Training Program, meets this annual requirement. The POV training program is available on the First U.S. Army Web Page at [www.first.army.mil/Safety/safety.htm](http://www.first.army.mil/Safety/safety.htm). Additional POV training programs are available on the U.S. Army Safety Center Web Page at <http://safety.army.mil>.

a. Training. The following information, as a minimum, will be included in the training:

- (1) Causes of accidents.
- (2) Emotions and accident causations.
- (3) The effects of drugs and alcohol on driving skills.
- (4) How to avoid a collision with another vehicle.
- (5) How to control fatigue when driving.
- (6) Pedestrian safety precautions.
- (7) Drivers view of motorcycles.
- (8) Host nation public laws and local driving hazards.
- (9) Safety restraint usage.

b. Pre-holiday POV Inspections. Commanders will ensure POVs of military personnel are inspected prior to the following holidays: Memorial Day, Independence Day, and the Thanksgiving/Christmas period. An example of a POV Inspection Checklist is at Figure B-7. Items to be inspected are:

- (1) Proper functioning of restraining devices.
- (2) Tire tread depth (1 mm) including spare tire and proper pressure.
- (3) Lights, horn, brakes, mirrors, and windshield wipers (operation and efficiency).
- (4) Shock absorber performance.
- (5) Highway warning kit.
- (6) First aid kit.
- (7) Battery/power steering and radiator fluid levels.
- (8) Defrosters (front/rear).
- (9) Hoses.

c. Motorcycle Operation. Each driver of a privately owned motorcycle or moped who is authorized to drive on an Army installation is required to have proof of insurance, registration, and complete an approved motorcycle safety course.

(1) All personnel will wear a helmet which meets Department of Transportation (DOT) standards, eye protection (shatterproof goggles or face shield attached to helmet), gloves, long sleeved shirt, leather boots or over the ankle leather shoes, and a reflective vest.

(2) Headlights will be on at all times.

(3) Rear view mirrors will be installed, one on each handle bar.

(4) The use of headphones/earphones or smoking while driving a motorcycle/moped is not authorized.

## CHAPTER 8

### RADIATION PROTECTION PROGRAM

**8-1. SCOPE.** This chapter applies to all First U.S. Army elements procuring, receiving, storing, using, transporting, maintaining, or disposing of radiation producing materials and/or equipments.

**8-2. POLICY.** Personnel exposures to radiation, contamination of property, and uncontrolled releases of radioactive materials shall be kept as low as reasonably achievable. Prior to the use of sources of ionizing radiation in any program or project, the safety and cost effectiveness of such use must be weighed against the use of alternate methods or materials to achieve project or mission goals.

**8-3. RESPONSIBILITIES.** Commanders of units that procure, receive, store, ship, use, transport, or dispose of radiation items will:

- a. Appoint by written orders a school trained Radiation Protection Officer (RPO).
- b. Establish internal procedures to control the procurement, receipt, use, maintenance, storage, and disposal of radioactive gases, solids, and liquids.
- c. Ensure that local radiation protection standards will not be less restrictive than those standards established by AR 11-9, The Army Radiation Safety Program.
- d. Investigate all radiation accidents and incidents.
- e. Ensure personnel working with radioactive items are qualified, properly trained, and enrolled in a radiation dosimetry program, where applicable.

**CHAPTER 9**  
**HAZARDOUS MATERIALS AND HAZARDOUS WASTES (HMHW)**  
**PROGRAM**

**9-1. GENERAL.** This program encompasses the Hazardous Communication Standard, 29 Code of Federal Regulations (CFR) 1910.1200. Department of the Army regulations and local community regulations will also be followed. Where conflicts occur, the more stringent requirement will apply. This section does not include ammunition, explosives, or radioactive materials.

**9-2. RESPONSIBILITIES. Commanders will:**

- a. Establish a HMHW SOP.
- b. Ensure supervisors and users are properly trained and documented on Department of Defense DD Form 1556, Request Authorization, Agreement Certification of Training and Reimbursement.
- c. Appoint a HMHW officer by written orders and provide copy to the Command Safety Manager.
- d. Ensure personnel who are exposed on a routine basis (30 or more days per year) are given a base-line physical prior to working with HMHW. These individuals must also be enrolled in the Medical Surveillance Program.
- e. Provide personnel potentially exposed with protective clothing and PPE. Ensure these employees are properly trained in the use of this equipment.

**9-3. SAFETY TRAINING.** OSHA Regulation 29 CFR 1910.1200 requires personnel that handle HMHW be trained on the characteristics and properties of these materials. DoD Federal Hazard Communication Training Program fulfills this general requirement for training. The generic training will be supplemented to address the specific chemicals the individual works with and procedures to take in emergency situations.

**9-4. HAZARDOUS WASTES STORAGE AND DISPOSAL.** Every employee who works with hazardous materials is required to know proper handling, storage, and disposal methods for that material. Information is found on the material safety data sheets for the material.

## CHAPTER 10

### BLOODBORNE PATHOGEN PROGRAM (BBP)

**10-1. GENERAL.** BBP Standard, 29 CFR 1910.1030 sets forth rules governing the requirement to establish the BBP. The proponent for the BBP is Preventive Medicine.

**10-2. PURPOSE.**

a. To limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens which could lead to disease or death. The standard mandates a written plan that includes, but is not limited to, the following areas:

- (1) Determining exposures.
- (2) Combining the use of engineering and work practice controls.
- (3) PPE.
- (4) Supervisor/employee training.
- (5) Medical surveillance.
- (6) Hepatitis A and B vaccinations.
- (7) Signs and labels.
- (8) Universal precautions.

b. The standard affects a wide range of healthcare workers such as:

- (1) Physicians.
- (2) Nurses.
- (3) Pathologists.
- (4) Medical technologists.
- (5) Dentists.
- (6) Dental workers.
- (7) Laboratory and blood bank technologists.
- (8) Paramedics.
- (9) Waste removal personnel.
- (10) Emergency medical technicians.
- (11) Combat life savers.

**10-3. SCOPE.** First U.S. Army personnel who could be “reasonably anticipated” as the result of performing their job duties to face contact with blood and other potentially infectious materials to include the disposal or burning of human waste. Activities will comply with 29 CFR 1910.1030 and will supplement it with their own plan.

**10-4. RESPONSIBILITIES. Commanders will:**

a. Designate an Exposure Control Officer (ECO) to implement the activity's BBP. This individual will be trained and knowledgeable of the standard and the requirements therein.

b. Write an Exposure Control Plan (ECP) that identifies tasks and procedures as well as job classifications where occupational exposure to blood occurs regardless of PPE and clothing. The plan must also set forth the schedule for implementing other provisions of the standard and specify the procedures for evaluating circumstances surrounding exposure incidents. The plan must be accessible to employees and OSHA. Commanders must review and update it at least annually or when operational changes occur.

c. Determine where exposure is possible. The Health Hazard Information Module (HHIM) computer system is available in determining where exposure is possible.

d. Protect personnel from BBPs. The methods of compliance part of the BBP standard man-

dates universal precautions (treating all body fluids/materials as infectious) and emphasizes implementing engineering and work practice controls.

e. Implement engineering and work practice controls.

(1) Engineering controls include special leak-proof containers for contaminated broken glass, pocket mouth-to-mouth resuscitation devices, PPE specifically designed for clean up of blood contaminated glass, materials, dust pan, and brush with handle. Isolate individuals from a hazard or remove the hazard from the workplace.

(2) Work practice controls will prohibit individuals from cleaning up any contaminated areas, materials, or other waste handling activities without proper PPE. The SOP must outline specific procedures individuals must follow to reduce the likelihood of exposure to include the disposal or burning of human waste.

f. Provide appropriate PPE to individuals at no cost to them. This includes gloves, gowns, masks, eye protection, mouthpieces, and resuscitation pads. Equipment will be cleaned, repaired, and replaced as necessary. A written schedule for cleaning, identifying the method of decontamination to be used, and cleaning procedures and solutions following contact with blood, infectious materials, and solutions will be established.

g. Hepatitis A and B Vaccination (HBV) Program.

(1) The HBV will be made available to all eligible personnel.

(2) Receiving the vaccine is mandatory for all military personnel identified to be in specialties determined high risk, and those military personnel whom there is a reasonable likelihood of occupational exposure to BBPs. Civilians are not required to receive the vaccine but will be encouraged to do so. Civilians declining the vaccine will sign a declination statement; the statement will be kept in their medical record and civilian personnel folder.

(3) All exposures will be reported.

(a) Military personnel will use DA Form 285, U.S. Army Accident Report to document exposure.

(b) Civilians will use Form CA-1 to document exposure.

(c) Post-exposure evaluation and follow-up will be provided by the installation occupational health clinic.

h. Medical records recordkeeping.

(1) Retain the confidential medical records for the duration of employment plus 30 years. Ensure employees have access to their own individual medical records in accordance with OSHA standards.

(2) Results of laboratory tests, screens, and other medical information will not be disclosed to other than medical authorities unless expressed written permission is first obtained from the employee.

i. Training records recordkeeping.

(1) The exposure control officer or respective supervisor must fully document all training.

(2) Retain training records for three years from the date on which the training occurred.



## **CHAPTER 11**

### **SAFETY AWARDS AND INCENTIVES PROGRAM**

**11-1. GENERAL.** Commanders should recognize their subordinate units and individuals when contributions are made through safe, efficient mission performance, and accident prevention efforts. Awards will be made to individuals and units at an appropriate military ceremony and will be based on their total safety record or specific steps taken to correct a hazard or prevent an injury in accordance with AR 672-74, Army Accident Prevention Awards Program. Unit award programs will be an item of special interest during safety surveys conducted by Headquarters, First U.S. Army.

**11-2. ACCIDENT PREVENTION AWARDS.** Army accident prevention awards will be approved and presented in accordance with the criteria established in AR 672-74, Chapters 2 and 3. Augmentation of the Army Safety Awards Program with local safety awards is encouraged and authorized. These awards may be presented to individuals or groups within limitations of AR 600-8-22, Military Awards; and AR 672-20, Incentive Awards.

**11-3. UNIT/ACTIVITY/BATTALION SAFETY AWARDS.** As a minimum, units having completed one year without a recordable accident or having reduced their previous annual losses by 20 percent without a Class B accident and meeting the following criteria will be awarded the Certificate of Merit for Safety, DA Form 1118.

- a. Accident prevention measures have been integrated into training operational practices and procedures.
- b. There is evidence of command emphasis and involvement in accident prevention.
- c. Accident reporting procedures and records have been maintained with a high level of efficiency.

**11-4. UNIT ACCIDENT PREVENTION AWARDS (GROUND OR AIR).** All detachments, company-sized units, battalions, or activities are eligible to receive the awards listed below. The unit commander or the unit safety officer will initiate the request for the award.

- a. Army Accident Prevention Award, DA Form 5758.
- b. Army Accident Prevention Award of Accomplishment, DA Form 5775.
- c. Commander's Special Safety Award, DA Form 5776. In addition to the established criteria in AR 672-74, commands who, as part of their routine duties are required, on a regular basis, to drive Army motor vehicles and have driven 300,000 or more accident-free miles, are also eligible for this award.

**11-5. INDIVIDUAL ACCIDENT PREVENTION AWARDS.** The following awards are for military and civilian personnel who have made significant contributions to the Army accident prevention effort. Eligibility requirements are listed in AR 672-74, Chapter 3.

- a. Chief of Staff, Army Award for Excellence in Safety.
- b. U.S. Army Safety Guardian Award, DA Form 5777.
- c. Army Aviation Broken Wing Award and Broken Wing Lapel Pin, DA Form 5778.
- d. Director of Army Safety Special Award of Excellence.
- e. Certificate of Achievement in Safety, DA Forms 1119 and 1119-1.

**11-6. OTHER INDIVIDUAL AWARDS.** Commanders at all levels will recognize safe performance displayed by individuals and units under their command through the use of DA Forms 1119, 1119-1, and 1118; Certificate of Merit for Safety. These awards will be signed by the unit commander and will include, at a minimum, the awardee's name, unit, and the contribution for which the award is given.

**11-7. AWARD NOMINATIONS.** Nominations and documentation will comply with AR 672-74. A copy of the award will be sent to Headquarters, First U.S. Army, ATTN: AFKA-CSS.

## **CHAPTER 12**

### **FIRE PREVENTION AND PROTECTION PROGRAM**

**12-1. GENERAL.** Headquarters First U.S. Army and all subordinate commands will have a Fire Prevention and Protection Program. The objective is to protect life and property.

**12-2. RESPONSIBILITIES.** Commanders will implement a Fire Prevention and Protection Program to provide maximum protection against fire hazards both in field and garrison operations.

a. Fire marshalls will be appointed by written orders and a copy provided to the Command Safety Manager and unit safety officer. Coordinate with the local installation fire prevention division for training in fire prevention duties.

b. Regulatory guidance for garrison operations is in AR 420-90, Fire and Emergency Services and DIS Fire Prevention Regulations.

c. Fire drills will be conducted annually and coordinated with the installation fire department.

## **CHAPTER 13**

### **ASBESTOS BRAKE AND CLUTCH EXPOSURE PROGRAM**

**13-1. GENERAL.** This chapter prescribes the standard procedures for brake servicing operations that the majority of military units will perform. This standard provides a safe method for personnel that are exposed to harmful health hazards of the asbestos and the composite materials in brake shoe linings.

**13-2. ASBESTOS WARNING SIGN.** An area will be designated for all brake and clutch repairs. Entrances into this area must be posted with an asbestos exposure warning sign as follows:

**Asbestos Dust Hazard**

**Avoid Breathing Dust**

**Wear Assigned Protective Equipment**

**Do Not Remain in Area Unless Your Work Requires It**

**Breathing Asbestos Dust May Be Hazardous to Your Health**

**13-3. RESPIRATORS.** During any brake or clutch repairs, an air-purifying respirator (half face with High Efficiency Particulate Air (HEPA) filters must be worn. Only respirators approved by the Mine Safety and Health Administration or the National Institute for Occupational Safety and Health (NIOSH) for asbestos will be worn. Preventive medicine, industrial hygiene and safety offices can provide additional information on respirator selection, test fitting, and maintenance. Respirator components will not be interchanged/mixed with different manufacturer components.

#### **13-4. CONTROL METHODS.**

a. Enclosure systems must fit completely around the brake drum and backing plate to provide a tight fit around the axle. The vacuum should be turned on before positioning the enclosure over the wheel and left on while removing the enclosure.

b. For wet/recycle methods, the wheel hub and back of the brake assembly must be saturated before the drum is removed. Ensure that the fluid flows between the backing plate and the inside of the drum.

c. Aerosol spray cans are inexpensive and easy to use. To avoid the airborne dispersal of asbestos dust, the spray nozzle must not be held close to the brake surface. A container should be placed under the brake assembly to catch fluid run-off and trap dust and debris in the solution.

d. When using vacuum systems, each part will be vacuumed as it is removed. For drums that are hard to remove and require hammering to loosen, a pan filled with water will be placed under the wheel to catch the falling brake dust.

**13-5. DISPOSAL OF ASBESTOS WASTES.** Asbestos wastes (vacuum bags, rags, dust, and water) must be double bagged in plastic bags and labeled. The letters must be of sufficient size (at least 1-inch block) and be readily visible and legible. It should read:

**CAUTION**

**CONTAINS ASBESTOS FIBERS**

**AVOID BREATHING DUST**

**BREATHING ASBESTOS DUST MAY CAUSE SERIOUS HARM**

All asbestos waste must be disposed of IAW 29 CFR 1910.1001 and installation DIS procedures. During removal of vacuum bags, an approved respirator must be worn.

**13-6. FLOOR CLEANING.** All floor cleaning in areas where brakes and clutches are repaired must be done with a high efficiency industrial vacuum cleaner. If a vacuum cleaner is not available, the floors must be cleaned with detergent water to trap the asbestos dust. Never use compressed air, dry brushing, or dry sweeping to clean floors. Damp cloths may be used for small

areas. An approved respirator must be worn during floor cleaning.

**13-7. MEDICAL SURVEILLANCE.** Personnel exposed to any form of asbestos will be included in the medical surveillance program according to Technical Bulletin Medical 513, (TB MED), Occupational and Environmental Health Guidelines for Evaluation and Control of Asbestos Exposure. Also, DD Forms 2493-1/2, Asbestos Exposure, Parts 1 and 2, Initial Medical Questionnaire must be filled out by personnel who are provided medical surveillance. Forms will be filed in personnel medical records.

## **CHAPTER 14**

### **RESPIRATORY PROTECTION PROGRAM**

**14-1. GENERAL.** The Respiratory Protection Program (RPP) will be established at unit level when engineering control measures (enclosure, confinement, general/local ventilation, and substitution of less toxic materials) are not in place. The program will be in compliance with 29 CFR 1910.134 and TB MED 502, Occupational and Environmental Health Respiratory Protection Program. Respirator selection will be made according to the guidance of the American National Standard Practices for Respiratory Protection Z88.2-1993.

**14-2. RESPONSIBILITIES. Commanders will:**

- a. Ensure that employees are properly trained in respirator use and know their limitations IAW AR 11-34, The Army Respiratory Protection Program.
- b. Have the industrial hygiene office survey the work area to determine which hazards are present that would require the use of a respirator.
- c. Substitute non-hazardous chemicals for hazardous chemicals when possible.
- d. Implement accepted engineering measures.
- e. Ensure personnel in the RPP have an annual examination and are medically cleared to wear a respirator.
- f. Report any changes in the work place (chemicals, work procedures, or new equipment) to the industrial hygiene/safety office.
- g. Develop an SOP for respirator use.
- h. Supply respirators and filters selected by the industrial hygiene office.
- i. Provide personnel with their own personal respirator that will be fit tested by the industrial hygiene or Nuclear Biological and Chemical (NBC) personnel.
- j. Ensure that respirators are stored in a convenient, clean, and sanitary location.
- k. Complete a Job Hazard Analysis (JHA) for every job.
- l. Review the RPP annually.

**14-3. CHEMICAL AGENT RESISTANT COATING (CARC).** Painting at unit level using a brush or roller will be limited to spot painting. Spot painting includes scratches, chips, or mar-ring of paint surfaces observed during preventive maintenance checks and services. Spray painting of CARC is not authorized. The following requirements will be met when using CARC:

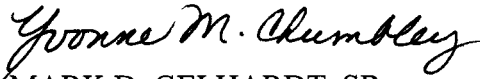
- a. Use a half face air-purifying mask with organic vapor cartridges with paint prefilter. For surface preparation (sanding or grinding), use the same mask with a HEPA filter.
- b. Painting will not be done in confined spaces (inside closed buildings or vehicles). Coordinate identification of confined-space areas with the local safety office.
- c. Material Safety Data Sheets (MSDS) will be available and supervisors will review these with the workers for hazards and protective measures.

The proponent for this regulation is the First U.S. Army, Chief of Staff, Safety Office. Submit recommended changes directly to this Headquarters, ATTN: AFKA-CSS, on DA Form 2028, Recommended Changes to Publications and Blank Forms.

FOR THE COMMANDER:

DANNY R. MCKNIGHT  
Colonel, GS  
Chief of Staff

OFFICIAL



MARK D. GELHARDT, SR.  
Lieutenant Colonel (P), GS  
Deputy Chief of Staff, Information Management

DISTRIBUTION A

## **APPENDIX A**

### **References**

AR 11-9.....	The Army Radiation Safety Program
AR 11-34.....	The Army Respiratory Protection Program
AR 15-6.....	Procedures for Investigating Officers and Boards of Officers
AR 25-400-2 .....	The Modern Army Recordkeeping System (MARKS)
AR 27-20.....	Claims
AR 385-10.....	The Army Safety Program
AR 385-40.....	Accident Reporting and Records
AR 385-55.....	Prevention of Motor Vehicle Accidents
AR 420-90.....	Fire and Emergency Services
AR 600-8-22 .....	Military Awards
AR 600-55.....	The Army Driver and Operator Standardization Program
AR 672-20.....	Incentive Awards
AR 672-74.....	Army Accident and Prevention Awards Program
DA Pam 385-40 .....	Army Accident Investigation and Reporting
FM 21-305 .....	Manual for the Wheeled Vehicle Driver
FM 25-101 .....	Battled Focused Training
FM 55-30 .....	Army Motor Transport and Operations
FM 101-5 .....	Staff Organization and Operations
TB MED 502.....	Occupational and Environmental Health Respiratory Protection Program
TB MED 513.....	Occupational and Environmental Health Guidelines for Evaluation and Control of Asbestos Exposure
1A Pam 385-40 .....	First U.S. Army "Hip Pocket Safety Guide"



**APPENDIX B**  
**SAFETY MANAGEMENT INFORMATION AND CHECKLISTS**

**SAFETY ORIENTATION FOR NEW PERSONNEL**

NAME: \_\_\_\_\_

RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_

DATE: \_\_\_\_\_

The following subjects, as a minimum, will be briefed.

1. First U.S. Army Regulation 385-1, Safety and Occupational Health Program.
2. Unit Safety SOP.
3. Accident Notification and Reporting.
4. Vehicle Operations (Military/POV/Seatbelt Use).
5. Ground Guide Policy.
6. Winter Driving Hazards.
7. Host Nation Public Laws (Deployment).
8. Local Driving Hazards.
9. Water Safety (Swimmer/Non-Swimmer).
10. Job Specific Hazards.
11. Heat and Cold Injury Prevention.
12. Hepatitis A, B, C, in deployed areas, during travel and home station.
13. Other Subjects Based on Unit Mission (Specify).
14. Introduction to Risk Management (First Army Web Page).
15. Risk Management for Soldiers (First Army Web Page).

The safety briefing record will be maintained in the safety files according to MARKS.

Briefed By: Name. \_\_\_\_\_

Rank. \_\_\_\_\_

Title. \_\_\_\_\_

Signature of Individual Briefed: \_\_\_\_\_ Date: \_\_\_\_\_

**Figure B-1. Safety Orientation for New Personnel**

## HAZARD INVENTORY LOG

Program		Program Manager	Program Coordinator	Page Number:			
Date ID	Individual Responsible	Deficiency and Reference	Corrective Action	Completion Target Date	Risk Assessment	Date Completed	Systems Worksheet

Risk Assessment :    Extremely High    High    Medium

**Figure B-2. Hazard Inventory Log**

## SYSTEMIC DEFECTS WORKSHEET

<b>SYSTEMIC DEFECTS (root cause that allowed the unsafe act/condition to exist)</b> Answer the following questions YES or NO to assist in identifying the cause(s) of the accident				
TASK	TRAINING	MATERIAL	ENVIRONMENT	PERSON
<u>Were Procedures:</u> Written... .. Verbal... .. Adequate... .. <u>Was the Task:</u> Arranged Correctly Very Demanding... Time Critical... Communicated. Correctly... .. <u>Properly Controlled</u>	<u>How was the individual trained:</u> OJT... .. Initial... .. Update... .. Remedial... .. <u>Was the training</u> Adequate... .. Appropriate level.	<u>Was the material:</u> Available for the task... Appropriate for the task... .. Designed correctly.... In proper condition.... Positioned properly.....	<u>Was the working environment adequate:</u> Noise level... .. Lighting... .. Temperature... .. Ventilation... .. Facilities... .. <u>Was the work space:</u> Adequate... .. Clean... ..	<u>Capable of performing the task:</u> Mentally... .. Physically... .. Emotionally... .. <u>Was the person motivated:</u> Positively... .. Negatively... ..
<b>SYSTEMS DEFECT (root cause):</b>			<b>CORRECTIVE ACTION:</b>	
Supervisor's Signature:		Date:	Reviewed by:	
			Date:	

**Figure B-3. Systemic Defects Worksheet**

## COMMAND NOTIFICATION OF SERIOUS ACCIDENTS

First U.S. Army Commander (Name)

I regret to inform you that on (date, time) the death of a member of my command occurred due to a (type) accident.

The accident investigation has not been completed; however, preliminary information points toward the following circumstances and cause(s) \_\_\_\_\_

Prior to the accident, the following accident prevention measures had been taken: \_\_\_\_\_

I intend to implement the following additional accident prevention measures: \_\_\_\_\_

This was the \_\_\_\_\_ fatal injury this fiscal year at (unit/command) \_\_\_\_\_ on duty, \_\_\_\_\_ off duty \_\_\_\_\_. It compares to \_\_\_\_\_ fatal injuries for the same period last fiscal year (\_\_\_\_\_ on duty, \_\_\_\_\_ off duty).  
(Additional comments, if any)

XXXXXXXXX  
Commanding

**Figure B-4. Command Notification of Serious Accidents**

**COMMANDER'S CONVOY SAFETY CHECKLIST  
PLANNING**

- |  |                  |
|--|------------------|
| 1. HAS A RISK ASSESSMENT BEEN DONE TO IDENTIFY THE HAZARDS/RISKS USING MISSION ENEMY TERRAIN TROOPS AND TIME (METT-T)?   | GO ___ NO GO ___ |
| 2. HAS A PHYSICAL RECONNAISSANCE BEEN DONE ON THE CONVOY ROUTE TO IDENTIFY HAZARDS?<br>A. STEEP ROAD GRADES.<br>B. SHARP CURVES.<br>C. CONSTRUCTION SITES.<br>D. SUSPECTED AREAS OF BLACK ICE.<br>E. TRAFFIC CHOKE POINTS.<br>F. TRAFFIC DETOURS.<br>G. OTHER MILITARY CONVOY OPERATIONS.<br>H. HAVE ALTERNATE ROUTES BEEN SELECTED?<br>I. HAVE PEAK CIVILIAN TRAFFIC/VACATION PERIODS BEEN IDENTIFIED?<br>J. HAVE OVER/UNDER PASSES, BRIDGE HEIGHT/WIDTH AREAS BEEN IDENTIFIED? | GO ___ NO GO ___ |
| 3. HAVE STRIP MAPS BEEN PREPARED WITH WRITTEN DIRECTIONS AND PROVIDED TO DRIVERS AND ASSISTANT DRIVERS?  | GO ___ NO GO ___ |
| 4. HAVE STRIP MAPS BEEN MARKED WITH HAZARDS IDENTIFIED DURING ROUTE RECONNAISSANCE?  | GO ___ NO GO ___ |
| 5. HAVE LOCAL POLICE/MPs BEEN ALERTED FOR TRAFFIC SUPPORT AT HAZARDOUS AREAS AND INTERSECTIONS?  | GO ___ NO GO ___ |
| 6. HAVE DRIVERS AND ASSISTANT DRIVERS BEEN IDENTIFIED FOR THE CONVOY?  | GO ___ NO GO ___ |
| 7. ARE ALL DRIVERS PROPERLY TRAINED AND LICENSED FOR THE VEHICLE THEY WILL BE DRIVING?   | GO ___ NO GO ___ |
| 8. ARE DRIVERS LICENSED FOR TRANSPORTING HAZARDOUS CARGO?  | GO ___ NO GO ___ |
| 9. DO ALL VEHICLES MEET 10-20 STANDARDS?   | GO ___ NO GO ___ |

**Figure B-5. Commander's Convoy Safety Checklist**

10. HAVE ALL VEHICLES IN THE CONVOY BEEN BRAKE TESTED WITHIN THE LAST SIX MONTHS? GO\_\_\_NO GO\_\_\_
11. HAVE REST STOPS BEEN PLANNED AND IDENTIFIED FOR EVERY 150 MILES OR 10 HOURS OF DRIVING TIME? GO\_\_\_NO GO\_\_\_
12. HAVE REST/REFUELING AREAS BEEN MARKED ON THE STRIP MAPS? GO\_\_\_NO GO\_\_\_
13. IS SUFFICIENT TIME ALLOWED FOR REST STOPS? GO\_\_\_NO GO\_\_\_  
*(NOTE: IT TAKES ABOUT 15 MINUTES TO DO AN ADEQUATE PMCS ON THE VEHICLE. ALLOW ADDITIONAL TIME FOR DRIVERS TO USE RESTROOMS AND GET COFFEE. PLAN ON 30 MINUTES AS A MINIMUM.)*
14. HAVE ALL DRIVERS AND ASSISTANT DRIVERS BEEN BRIEFED BY THE CONVOY COMMANDER PRIOR TO MOVEMENT? GO\_\_\_NO GO\_\_\_
15. HAVE THE FOLLOWING TOPICS BEEN COVERED BY THE CONVOY COMMANDER IN THE CONVOY BRIEFING? GO\_\_\_NO GO\_\_\_
- A. LOCATION OF DRIVING HAZARDS.
  - B. DIRECTION FOR ROUTE OF CONVOY.
  - C. CONVOY SPEED/CATCH-UP SPEED.
  - D. PROCEDURES FOR BREAKDOWN OPERATIONS.
  - E. PROCEDURES FOR RECOVERY OPERATIONS.
  - F. DRIVING IN ADVERSE WEATHER CONDITIONS.
  - G. SEATBELT AND KEVLAR HELMET USE.
  - H. CREW REST.
  - I. HOST NATION PUBLIC LAWS/DRIVING HABITS.
  - J. GROUND GUIDING PROCEDURES.
  - K. PROCEDURES FOR MINE, SNIPER, AND AMBUSH ATTACK.
  - L. PROCEDURES FOR VEHICLE ACCIDENTS.
  - M. PROCEDURES FOR MEDICAL RESPONSE (FREQUENCY AND CALL SIGNS FOR MEDEVAC).

### **EXECUTION OF CONVOY**

#### **1. CONVOY COMMANDERS WILL:**

- A. IDENTIFY EACH CONVOY WITH OVERSIZE AND OVERWEIGHT VEHICLES AND ENSURE THAT VEHICLES ARE EQUIPPED WITH RAWLS. GO\_\_\_NO GO\_\_\_

**Figure B-5. Commander's Convoy Safety Checklist (continued)**

B. ENSURE ALL VEHICLES ARE IN WORKING ORDER PRIOR TO MOVEMENT. GO\_\_NO GO\_\_

C. ENSURE THE LEAD AND REAR VEHICLES ARE EQUIPPED WITH CONVOY SIGNS FRONT AND REAR, IN ENGLISH AND HOST NATION LANGUAGE. LETTERING WILL BE 3" IN BLACK WITH WHITE BACKGROUND. GO\_\_NO GO\_\_

D. ENSURE ALL VEHICLES CARRYING HAZARDOUS MATERIALS ARE PROPERLY PLACARDED. GO\_\_NO GO\_\_

E. ENSURE THAT THE LAST VEHICLE IN THE CONVOY IS 2 ½ TONS OR LARGER AND DOES NOT CARRY TROOPS OR HAZARDOUS MATERIALS. GO\_\_NO GO\_\_

F. ENSURE THAT ALL VEHICLES ARE EQUIPPED WITH EMERGENCY EQUIPMENT: FIRE EXTINGUISHERS, WARNING TRIANGLES, FIRST AID KITS, FLASH LIGHTS, AND REFLECTIVE VESTS. THIS EQUIPMENT WILL BE READILY AVAILABLE AND NOT PACKED UNDER EQUIPMENT. GO\_\_NO GO\_\_

**2. SENIOR OCCUPANT RESPONSIBILITIES:**

A. ENSURE ASSIGNED DRIVERS DON'T OPERATE ANY VEHICLE MORE THAN 10 CONTINUOUS HOURS. NOR WILL THE COMBINED DUTY PERIOD EXCEED 12 HOURS IN ANY 24-HOUR PERIOD WITHOUT AT LEAST 8 CONSECUTIVE HOURS OF REST. GO\_\_NO GO\_\_

B. ENSURE THE DRIVER WEARS AVAILABLE SEATBELT AND KEVLAR HELMET ALONG WITH ALL OTHER OCCUPANTS. GO\_\_NO GO\_\_

C. ENSURE THAT A PROPER PMCS IS PERFORMED AT EACH REST STOP. GO\_\_NO GO\_\_

D. DO NOT PERMIT A DRIVER WHO APPEARS FATIGUED OR IS PHYSICALLY/MENTALLY IMPAIRED TO OPERATE THE VEHICLE. GO\_\_NO GO\_\_

E. ENSURE THAT THE AUTHORIZED SEATING AND LOADING CAPACITY OF THE VEHICLE IS NOT EXCEEDED. GO\_\_NO GO\_\_

**Figure B-5. Commander's Convoy Safety Checklist (continued)**

- F. HELP DRIVERS BACK VEHICLES OR EXECUTE OTHER DIFFICULT MANEUVERS WHEN AN ASSISTANT DRIVER IS NOT AVAILABLE. **GO\_\_\_NO GO\_\_\_**
- G. BE ON THE LOOKOUT FOR SAFETY HAZARDS AND TAKE PROMPT CORRECTIVE ACTION WHEN REQUIRED. **GO\_\_\_NO GO\_\_\_**
- H. ENSURE THE DRIVER'S FIELD OF VISION IS NOT OBSTRUCTED BY DIRT, MUD, ICE, SNOW, OR OTHER ITEMS. THE SENIOR OCCUPANT MUST BE ESPECIALLY WATCHFUL WHEN VISIBILITY IS LIMITED OR CIVILIANS ARE ON THE SIDE OF THE ROAD. **GO\_\_\_NO GO\_\_\_**
- I. ENSURE THAT ANTENNA TIE DOWN REQUIREMENTS ARE ENFORCED. **GO\_\_\_NO GO\_\_\_**
- J. ENSURE DRIVERS DO NOT USE HEADPHONES OR EARPHONES WHILE DRIVING ARMY VEHICLES. **GO\_\_\_NO GO\_\_\_**
- K. ENSURE TROOPS ARE NOT TRANSPORTED IN CARGO AREAS OF VEHICLES. EITHER THE VEHICLE IS USED FOR CARGO OR TROOPS, NOT BOTH. **GO\_\_\_NO GO\_\_\_**
- L. ENSURE EACH VEHICLE HAS AN UPDATED FIRST AID KIT. **GO\_\_\_NO GO\_\_\_**

**Figure B-5. Commander's Convoy Safety Checklist (continued)**



## **RISK MATRIX (EFFECT, PROBABILITY, RISK LEVELS)**

### **EFFECT**

**CATASTROPHIC** - Death or permanent total disability, system loss, and/or major property damage.

**CRITICAL** - Permanent partial disability, temporary total disability in excess of three months, major system damage, and/or significant property damage.

**MODERATE** - Minor injury, lost workday accident, compensable injury or illness, minor system damage, and/or minor property damage.

**NEGLIGIBLE** - First aid or minor medical treatment, and/or minor system impairment.

### **PROBABILITY**

**FREQUENT** - Individual soldier/item. Occurs often in career/equipment service life. All soldiers exposed or item inventory. Continuously experienced.

**LIKELY** - Individual soldier/item. Occurs often in career/equipment service life. All soldiers exposed or item inventory. Occurs frequently.

**OCCASIONAL** - Individual soldier/item. Occurs sometime in career/equipment service life. All soldiers exposed or item inventory. Occurs sporadically or several times in inventory service life.

**SELDOM** - Individual soldier/item. Possible to occur in career/equipment service life. All soldiers exposed or item inventory. Remote chance of occurrence; expected to occur sometime in inventory service life. All soldiers exposed or item inventory. Possible, but improbable; occurs only very rarely.

### **RISK LEVELS**

**EXTREMELY HIGH** - Loss of ability to accomplish mission.

**HIGH RISK** - Significantly degrades mission capabilities in terms of required mission standards.

**MEDIUM RISK** - Degrades mission capabilities in terms of required mission.

**LOW RISK** - Little or no impact on mission accomplishment.

**Figure B-6. Risk Matrix (Effect, Probability, Risk Levels)**

## POV INSPECTION CHECKLIST

NAME OF VEHICLE OWNER \_\_\_\_\_

SECTION NCOIC \_\_\_\_\_

LICENSE PLATE NUMBER \_\_\_\_\_

REGISTRATION EXPIRATION DATE \_\_\_\_\_

INSURANCE POLICY NUMBER/COMPANY \_\_\_\_\_

DRIVER'S LICENSE NUMBER/EXPIRATION DATE \_\_\_\_\_

CHECKLIST	GO	NO GO	REASON
WARNING TRIANGLE	_____	_____	_____
FIRST AID KIT (recommended)	_____	_____	_____
TIRES/SPARE HAVE 1 MM TREAD	_____	_____	_____
SEAT BELTS FUNCTIONAL	_____	_____	_____
HEAD/BRAKE/TURN LIGHTS	_____	_____	_____
EMERGENCY LIGHTS	_____	_____	_____
MIRRORS	_____	_____	_____
HORN	_____	_____	_____
LIQUID LEVELS	_____	_____	_____
WINDSHIELD WIPER BLADES	_____	_____	_____
STEERING AND WHEEL ALIGNMENT	_____	_____	_____

**RATING: All GO - makes you your car's best friend.**

**One NO GO - get busy. One NO GO is enough to cause a major accident. »**

**Figure B-7. POV Inspection Checklist**

## ACCIDENT PREVENTION PROCESS WORKSHEET

PROGRAM:	DATE:	WORK SHEET NO:
PROGRAM MANAGER:	PROGRAM COORDINATOR:	
ROOT CAUSE ANALYSIS: (Potential cost: Injury, damage, mission)		
SYSTEM DEFECT:	RISK ASSESSMENT LEVEL:	
COUNTERMEASURE DEVELOPMENT: (Include interim countermeasure if required)		
COUNTERMEASURE IMPLEMENTATION: (Who - Will Do What - By When)		
SUPERVISION AND CONTROL MEASURES: (Did the countermeasure work ?)		

**Figure B-8. Accident Prevention Process Worksheet**

RISK MANAGEMENT WORKSHEET

Organization and Station:											2 Page of						
Mission/Task					4. DTG Begin:		5. DTG End:		6. DTG Prepared:								
Standards, SOPs, and References that will be used to implement Mission/Task Control Options and Countermeasures for Hazards:																	
Prepared by: (Rank/Name/Duty Position)																	
Identified Hazards:		10. Initial Risk Level				11. Control Options and Counter- measures for Identified Hazards				12. Remaining Risk Level:		13. Supervision by: (Continuous, Buddy System, SITREP, etc)		14. Were Controls Effective?			
(Be specific)		L	M	H	E	(Be Specific)				L	M	H	E	(Be Specific)	(From AAR)		
Remaining Risk Level After Countermeasures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL)										LOW		MEDIUM		HIGH		EXTREMELY HIGH	
RISK DECISION AUTHORITY: v > Unit Briefing Officer    Medium > Unit Ops Officer    High > Battalion CDR    Extremely High > General or Bde CDR																	
Approval Authority Signature Block:																	
(Rank/Name/Title)																	

Figure B-9. Risk Management Worksheet

## RISK MANAGEMENT WORKSHEET

Organization and Station:										2 Page of			
Mission/Task					4. DTG Begin:		5. DTG End:		6. DTG Prepared:				
Standards, SOPs, and References that will be used to implement Mission/Task Control Options and Countermeasures for Hazards:													
Prepared by: (Rank/Name/Duty Position)													
Identified Hazards:  (Be specific)		10. Initial Risk Level				11. Control Options and Countermeasures for Identified Hazards  (Be Specific)		12. Remaining Risk Level:		13. Supervision by: (Continuous, Buddy System, SITREP, etc)		14. Were Controls Effective?  (From AAR)	
		L	M	H	E								

**Figure B-9. Risk Management Worksheet (continued)**

## **APPENDIX C**

### **HOLIDAY AND SEASONAL SAFETY BRIEFINGS**

1. The First U.S. Army area is recognized as a year round recreational area. The climate conditions are conducive to most outdoor recreational activities that include swimming, hunting, fishing, hiking, camping, and boating. The operation of a motor vehicle to and from these areas may be the most hazardous part of the activities.

2. The chance of accidents occurring during holidays while participating in special season recreational activities are greater than during other times. The chance of an accident occurring is further increased when individuals or group participants are inexperienced or unaware of the hazards involved. To assist commanders, leaders, and supervisors in planning and presenting year-round seasonal and holiday briefings to soldiers and civilians; it is recommended that drinking and driving, speeding, seatbelt use, and driving for extended periods, be included in these briefings.

a. Year-round activities. General activities encompasses outdoor recreational activities that normally take place at any time during the year. Pertinent subject matter pertaining to these activities should be included in all seasonal and holiday briefings. These include swimming, boating, jet ski operations, camping, hiking, use of a firearm, archery equipment, and POVs. The First U.S. Army Safety Office has various safety brochures on recreational topics. Summer and POV safety plans are available on the command web site at [www.first.army.mil](http://www.first.army.mil). Another source of safety information for commanders and supervisors is the U.S. Safety Center web site, <http://safety.army.mil>.

b. Winter Season includes Christmas Day, New Year's Day, Martin Luther King Jr. Day, and Presidents' Day. This period encompasses special hazards associated with winter climate conditions and the holiday season. This time of year includes cold and damp weather, snow, ice, and freezing rain. It involves winter sports and increased holiday traffic and pedestrian congestion. Personnel should also be made aware of the hazards involved in the use of traditional Christmas decorations in the home. Additional topics that may be used for this period include:

(1) Driving in inclement weather with emphasis on adjusting speed to weather conditions such as snow, black ice, fog, rain; and the need for longer driving time due to road and weather conditions. Also, ensure your car is in good mechanical condition before starting on the trip.

(2) Fire and Emergency Services, AR 420-90.

c. Summer Season includes Memorial Day, Independence Day, and Labor Day. This period involves summer activities and three holidays. With schools closing in June, safety briefings must stress that vehicle drivers in neighborhoods where children are playing must take extra precautions. Parents must also assume responsibility for maintaining proper supervision of their children. Outdoor sports flourish, with added hazards that include: Increased highway traffic, water recreation areas, parks, hiking areas, and other activities associated with the summer season. Safety briefing material should include:

(1) Discussing highway travel, boating, heat injury prevention, water sports, hiking, camping, and sudden weather changes (lightning/thunder storms).

(2) Contacting Morale Support Services. Arrangements may be made with this organization for boat safety and operating instructions as it pertains to military recreation areas.

d. Fall Season includes Columbus Day, Veterans' Day, and Thanksgiving Day. This period involves three holidays and the reopening of schools. Precautionary measures must be observed

with a renewed awareness of schools and students. Additional topics or special briefing materials to be used for this period are increased hazards due to schools and students, increased vehicle traffic (POVs/school buses), early darkness (reduced visibility), and home safety.

3. Commanders and supervisors should collect data and materials suitable for use during various seasons and related holidays. Other sources include installation recreational services, state patrol, military and civilian schools, clubs, and organizations.

## **APPENDIX D**

### **SAFETY STANDING OPERATING PROCEDURE (SOP)**

1. General. The Five Step Accident Prevention Process is the basis for the First U.S. Army Safety Program. This process ensures that commanders at all levels will manage rather than react to potential safety hazards. The Army causation model traces the development of a mishap. Requirements will arise in which information must be collected from all areas of the model, but our direction will concentrate on systems defects.

- a. The commander is responsible for the implementation of the safety program.
- b. Safety officers are responsible for managing the safety program, establishing and developing essential safety program elements, and monitoring all other unit prevention programs.
- c. Safety NCOs are responsible for assisting safety officers in managing the safety program.
- d. Executive officers and platoon leaders are responsible for the development and implementation of their assigned prevention programs.

2. Safety Program Elements. The safety officer will establish in writing the following essential safety programs/procedures:

- a. Safety Inspection Program.
- b. Accident Investigation and Reporting.
- c. Safety Education Program.
- d. Safety Awards Program.
- e. Prevention Program Monitoring Procedures.
- f. Safety Council Functions.
- g. Safety Administrative Requirements.

3. Prevention Programs. The following general prevention programs will be established by the responsible section supervisor and approved by the commander. The individual responsible for the program will be placed on orders. Other programs can be identified based on the mission requirements of the unit:

- a. Fire Prevention.
- b. Hearing Conservation.
- c. Hazardous Material Identification.
- d. Hazard Communication.
- e. Driver Training (Summer and Winter).
- f. Heat/Cold Prevention.
- g. Convoy Safety.
- h. Mission Risk Assessment.
- i. Preventive Maintenance Management.
- j. Confined Space Entry.
- k. Lockout/Tagout.
- l. Respiratory Protection.
- m. Radiation Protection.
- n. Tactical Field Safety.
- o. Orientation/Training.

4. Information Collection. A comprehensive hazard information program includes:

- a. Safety Officer Surveys: Conducted at least semi-annually, and at a minimum, will include the prevention programs listed in paragraph 3 above. The inspection results and a copy of the



inspection checklist will be transferred to the appropriate hazard inventory log.

b. Supervisor Inspection Program. Each supervisor/program manager will conduct an annual inspection of their work area utilizing an appropriate checklist.

(1) Upon completion of the inspection, hazards noted will be listed on the hazard inventory log. Corrective actions, expected completion dates, and RACs will be assigned.

(2) Hazards will be analyzed to determine systemic weaknesses. Once the systemic problem is identified, the Accident Prevention Process Worksheet (APPW) will be filled out.

(3) Upon completion, copies of the hazard inventory log and the APPW will be sent to the unit safety officer and the Command Safety Manager.

c. Higher Headquarters' Surveys. The inspection results and a copy of the inspection checklist will be filed and maintained for five years. The safety officer will transfer all hazards to the hazard inventory log.

d. Accident Data. The safety officer will ensure that supervisors investigate and report accidents timely and accurately. He will assist during the investigation phase and ensure systemic cause factors are identified and reported utilizing the Army reporting system. Accident reports will be filed and maintained for five years.

e. Additional Sources of Information. The safety officer will review the following unit files on a quarterly basis to identify accidental losses and hazardous conditions. All hazards identified will be transferred to the appropriate hazard inventory log:

(1) Safety Surveys.

(2) Supervisor Inspection Program.

(3) Accident Reports.

(4) Previous Inspection Reports.

(5) After Action Reports.

(6) Aviation Resource Management Surveys.

(7) MP Reports.

(8) DIS Work Orders.

(9) Reports of Survey.

(10) Line of Duty Reports.

(11) Equipment Improvement Reports.

(12) Risk Assessments.

(13) DA Form 2404, Equipment Inspection and Maintenance Worksheet.

f. Hazard Inventory Logs. All hazards/discrepancies will be placed on a hazard inventory log. There will be a general hazard inventory log and a separate log for each prevention program listed in paragraph 3. Each log will include the hazard, corrective actions, RAC, and target completion date. This form will be tracked and maintained by the safety officer and responsible supervisor. The hazard inventory log is at Figure B-2.

5. Causation Analysis Program. Causation analysis requires the grouping of similar potential hazard causes that have been collected through the hazard identification program.

a. Hazard Grouping Procedures. Hazards will be grouped by program. In the event a program cannot be identified, it will be listed on the general hazard inventory log.

b. System Defect Identification Procedures. Hazard inventory logs will be continuously reviewed to identify systemic problems. Both the supervisor/program manager and the safety officer will always conduct the review prior to safety council meetings.

c. Risk Assessment Procedures. Each hazard and systemic problem will be assigned an RAC

by the safety officer in accordance with the severity/probability matrix, Figure B-6.

d. Accident Prevention Process Worksheet (APPW). When a systemic problem is identified it will be recorded on the worksheet, processed through elimination, and kept on file by the safety officer. The APPW is at Figure B-8.

6. Countermeasure Program. All identified hazards will be assigned corrective actions and suspense dates by the responsible program manager/supervisor. Those dates will be coordinated with the safety officer and if necessary by the commander. Systemic problems identified on the APPW will take priority. The safety officer, as a minimum, will establish the following countermeasure programs.

a. Safety education program that includes safety classes, safety meetings, and supervisor safety training.

(1) Safety meetings and classes will be held at least monthly.

(a) All unit personnel will attend the scheduled monthly meetings and classes. Records will be maintained on file that includes topics discussed, instructors, and attendees.

(b) Meetings and classes will be developed by the safety officer and the responsible supervisor/program manager depending on topics and technical expertise.

(c) Topics will be identified no later than October, for the next calendar year and scheduled by month, with an assigned instructor no later than December.

(2) Supervisor safety training. All new supervisors and program managers will receive initial safety management training from the unit safety officer. The training will be documented and will include supervisor duties and responsibilities, accident reporting/investigations, accident causation, five step accident prevention process, and the use of hazard inventory logs and APPW.

b. Safety Awards Program.

(1) Unit safety awards program. The safety officer will develop and implement a safety program that rewards individuals for their outstanding participation in the unit safety program.

(2) Higher headquarters' safety award programs. The safety officer will provide interface with higher headquarters' safety personnel to ensure that unit and individual safety awards are issued to deserving individuals, sections, and the unit. In addition, the safety officer will ensure that the unit and its personnel participate in the Army accident prevention awards program IAW AR 672-74.

c. Prevention Program Monitoring Procedures. The safety officer will evaluate the effectiveness of the programs listed in paragraph 3 during scheduled inspections, informal observations, and semi-annual SOP reviews. He will maintain a current list of orders on the program managers and ensure new supervisors receive the required safety training prior to or early in their assignment.

d. Accident Prevention Process Worksheet. When a supervisor/program manager or safety officer develops a countermeasure it will be recorded on the worksheet. Interim countermeasures will be developed and listed on the worksheet for those countermeasures requiring an excess of time (60 days or more) to implement.

7. Implementation Program for Countermeasures. The implementation process assigns the responsibility of the countermeasure to an individual, describes what will be done to put the countermeasure into effect, and assigns a suspense date for completion.

a. Responsibility. The commander, executive officer/platoon leader, supervisor/program manager are responsible for the implementation process and not the safety officer. The safety officer will advise and assist as necessary.

b. Accident Prevention Process Worksheet. When countermeasure implementation procedures are developed, they will be recorded on the worksheet. In cases where there is disagreement between the supervisor/program manager and the safety officer, the executive officer or commander will make the final decision. The worksheet will be the primary means to communicate risk assessments to the commander and through command channels. Information on the form will be forwarded to higher headquarters when recommended implementation procedures are beyond the capability of the unit.

8. Control Program. Measurable standards that both qualitatively and quantitatively assess the effectiveness of the countermeasure. Specifically, whether or not the countermeasure eliminated or controlled the systemic defect. These control procedures will be specified in the APPW. Evaluation of the countermeasure should be done early on in the control process.

a. Responsibility. The responsible supervisor/program manager or safety officer will establish measurable standards. When possible the appropriate platoon leader or executive officer should be assigned control-monitoring responsibility.

b. Accident Prevention Process Worksheet. All control procedures will be listed on the worksheet. The safety officer will keep the completed worksheet on file. Working copies will be provided to the supervisor/program manager and executive officer.